

OPPPM MEMORANDUM

NO. 20-29-16

29 August 1980

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT: Waiver of Donated Overtime

STATINTL REFERENCE: HR

1. The Headquarters Regulation contains the policy that employees in grades GS-12 through GS-15 who are exempt under FLSA will not receive payment for overtime, or compensatory time in lieu of payment, for hours worked between 40 and 48 in a standard basic workweek, or between 80 and 96 in a biweekly pay period for a non-standard workweek unless such hours represent directed work under certain conditions. This policy was reaffirmed by the Executive Committee in May, 1980.

STATINTL

2. One of the conditions referred to in paragraph one involves employees who are required to work a substantial amount of overtime on a continuing basis in which the productivity is predominantly measurable in units of production or hours of duty performed. When this condition exists, a waiver of the donated overtime may be requested. Before granting overtime payment or compensatory time in lieu of such payment, the Operating Official or Head of an Independent Office must obtain the approval of the Director of Personnel Policy, Planning, and Management.

3. A waiver of donated overtime will be approved when the following minimum compensable overtime requirements are met:

- 1) the productivity of overtime work is predominantly measurable in units of production or hours of work performed.
- 2) the employee is in a position which is FLSA-exempt in grades GS-12 through GS-15.
- 3) the overtime work averages six hours in a standard basic workweek, or averages 12 hours per biweekly pay period in a nonstandard workweek, and has a frequency occurrence averaging three of every four consecutive weeks or three of every four consecutive biweekly pay periods per year, depending on the nature of the workweek.

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4. Components that have a waiver of donated overtime which was approved prior to September, 1979 must have their need for such a waiver recertified by the Director, OPPPM within three months from the date of this OPM. Components that have a waiver of donated overtime which was approved after September, 1979 must have their need for such a waiver recertified annually.



HARRY E. FITZWATER
Director of Personnel
Policy, Planning, and Management

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